Instructional Guide to Access Your eOPF Using eAuthentication One-Time Registration Process

Below is a screen by screen printout of the USDA eOPF eAuthentication One-Time Registration Process to access your eOPF. You will need a copy of your most recent SF-50, Notification of Personnel Action, for your organizational code. Follow the instructions on each screen.

Step 1 – Type this web address https://eopf.nbc.gov/landing/ into Microsoft Internet Explorer. You must include the last / on the above web address.

Step 2 – You will see 3 Security Warnings. Click “Yes” on each warning and proceed to the next screen.

Step 3 – You will be redirected to the USDA eAuthentication page. Click “I Agree”.

Attachment A
Step 4 – Login using your eAuth User ID and eAuth Password. Click “Login”.

Enter your eAuth User ID

Enter your eAuth Password

Click Login

Step 5 - After successfully completing the eAuth login, you will be redirected to the eOPF eAuth Controller Page. Click “check mark” in front of US Department of Agriculture.

Click Check Mark
Step 6 – You will see the eOPF Welcome Screen. Click “Accept”.  

Step 7 – Complete the one-time registration process. Click “Register” after entering all requested information.

Explanations:

Date of Birth – Type in the information using this format mm/dd/yyyy. If you chose to use the drop-down arrow, you must click on the earliest year to go back to your year of birth.

Last Name – This must be typed in All Caps. If you have a suffix (e.g. Jr.) it must also be entered.

SSN# - Enter your Social Security number without hyphens.

Home Zip Code – Enter the 5 digit zip code for your home address.

PO ID – Enter the 4 digit number for your state (Attachment B).

Org Code – Enter the 18 digit organizational code, which begins with the number “16”, located on the bottom of your most recent SF 50 or in box 22. You can print a copy of your SF 50 from EmpowHR. Contact your local HR servicing office if you have questions.
Step 8 – You will see a screen which will ask you to review and confirm your registration. Click “Continue with Registration”.

Step 9 – You will see the eOPF Welcome Screen. Click “Accept”.

This is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into this application indicates you have read and accepted the Full Terms and Conditions of Use and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the Privacy Policy, and you consent to secure testing and monitoring.

To access your account information, your computer’s assigned Internet Protocol (IP) address, which is controlled by your Internet Service Provider (ISP), must remain the same from the time you enter your user name and password on the Login Page until you leave the Account Access section.

Please be aware, you must have Microsoft Internet Explorer version 6.01 or higher and Adobe Acrobat Reader version 6.01 or higher to run this application software. JavaScript must be enabled to use the eOPF application.
Step 10 – You will see the Welcome to the eOPF System screen. Click “My eOPF” to view your eOPF.

Step 11 – Your eOPF will be displayed. To view any document, click on “A” in the left column labeled “Action”. A menu box will appear, click “View” to open the document. Repeat this step for each document you wish to view.

Step 12 – You can change the settings for how you view your eOPF. Click “My Profile”.

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Attachment A
Step 13 – It is recommended you set your Preferences as identified below.
Click “Apply” when you are finished.
Step 14 – To exit your eOPF, click “Logout”.

You are required to use your USDA eAuthentication ID and Password to log into the eOPF system. Please use the https://eopf.nbc.gov/landing/ website address to access the eOPF system.

If you have any questions, contact your local HR servicing office.